

**DURHAM, NORTH CAROLINA  
THURSDAY, AUGUST 19, 2004  
11:00 A.M.**

**Pursuant** to the proper notification, the Durham City Council reconvened its special meeting previously held on August 16, 2004 with the following members present: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Best, Brown and Catotti. Excused Absence: Council Members Clement and Stith.

Also present: City Attorney Henry Blinder and City Clerk D. Ann Gray.

Mayor Bell called the special meeting to order.

**SUBJECT: EXCUSE COUNCIL MEMBERS CLEMENT AND STITH**

**MOTION** by Mayor Pro Tempore Cole-McFadden seconded by Council Member Catotti to excuse Council Members Clement and Stith from the special meeting was approved at 11:20 a.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Brown and Catotti. Noes: None. Absent At Time of Vote: Council Member Best. Excused Absence: Council Members Clement and Stith.

**SUBJECT: PROCESS FOR HIRING A NEW CITY MANAGER**

Council Member Catotti read several city manager job descriptions listed in the publication entitled "Southern City."

Human Resources Director Alethea Bell provided Council with a handout referencing information concerning the following search firms: Waters Consulting; Organizational Capability Services; Slavin & Associates and Mercer and Associates.

Discussion was held on hiring a consultant, council having the time to conduct the search and the previous process and consultants utilized for other openings within city government.

The Council agreed to hire an outside firm to conduct a search for the new city manager. The Mayor agreed to serve as the contact person for the City Council.

Human Resources Director Alethea Bell made comments on when and how the public was involved in the past relative to the search for a City Manager.

The following job description was drafted:

City Manager – Durham, NC, Population 193,000. Exciting and diverse city/challenging position. Mayor and six Council Members, non-partisan election. Council/Manager

form of government. Operating budget \$280 million with 2,000 employees. Salary DOQ plus excellent benefits. Position requires BA/BS in public administration or related field, MPA preferred with minimum five years of increasingly responsible management experience, preferably in North Carolina municipal administration or equivalent combination of education and experience. Successful candidate will possess experience and demonstrated performance in the following: municipal finance & budgeting; planning & organizing; managing people; communication; interpersonal skills and customer service; visionary leadership and team building. Letter of application with detailed resume, salary history and references to: Selection Committee, Post Office Box XXX, Durham, NC 27701. Resumes accepted until x/x/2004.

Human Resources Director Alethea Bell briefed the Council on the advertisement process [city's web site; local newspapers; ICMA; Southern City; and other publications].

The Council continued the special meeting to Wednesday, August 25, 2004 at 11:00 a.m. to review the list of search firms. Also discussion held on scheduling a special meeting on September 7, 2004 at 4:30 p.m. to interview search firms.

At this time, City Attorney Henry Blinder requested a closed session to discuss a personnel matter [GS 143-318.11(a)(b)].

**MOTION** by Council Member Catotti seconded by Mayor Pro Tempore Cole-McFadden to go into closed session to discuss a personnel matter was approved at 12:32 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Best, Brown and Catotti. Noes: None. Excused Absence: Council Members Clement and Stith.

By unanimous vote, the Council returned to open session at 12:40 p.m.

**MOTION** by Council Member Catotti seconded by Mayor Pro Tempore Cole-McFadden to schedule a special city council meeting on Monday, September 20, 2004 at 4:30 p.m. to evaluate the City Attorney and City Clerk was approved at 12:40 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Best, Brown and Catotti. Noes: None. Excused Absence: Council Members Clement and Stith.

D. Ann Gray, CMC  
City Clerk